

# Tribal / Cultural Exhibitor Guidelines/Application

National Dropout Prevention Conference  
Friday, September 14—Sunday, September 16, 2007  
Hyatt Regency Phoenix

**Sum It Up!**  
**Personalization + Academics + Leadership = Success**

We welcome your participation as an Tribal Exhibitor in the 2007 National Dropout Prevention Conference. Please read these guidelines carefully. Please FAX this application to Sandra Skelton, 602 542-3100.

**Days/Dates** Friday, September 14, 2007 – Saturday, September 15, 2007  
**Place** Hyatt Regency Phoenix, 122 North 2nd Street, Phoenix, AZ 85004  
**Cost** \_\_\_\_\_ \$150.00 (includes continental breakfast Friday & Saturday, and Friday night Reception)  
\*Children will not be allowed at Exhibit tables  
**Times** Friday, September 14 7:00AM Registration; 8:00AM to 5:00 PM Conference (plus Reception)  
Saturday, September 15 7:00AM Registration; 8:00AM to 4:50 PM Conference

Tribal Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Name \_\_\_\_\_ 2nd name of Exhibitor \_\_\_\_\_  
(only 2 exhibitors allowed at each table)

Primary Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of display you are reserving a table for: \_\_\_\_\_

1. This is a non-partisan/competitive/first-come, first-served process. **WE ONLY HAVE 6 TABLES AVAILABLE.** The registration fee of \$150.00 is **due and payable by August 31, 2007.** If not received in our office by that date, the space reserved will be allocated to another exhibitor. The \$150 (for 1 person + assistant) entitles you to the continental breakfast Friday and Saturday, and Friday night reception only.
2. **Only one table** may be allocated per Artist. **Only registered Artists with name badges are allowed in the Exhibit area—No Exceptions!**
3. **Space location: 1st Floor Regency Ballroom** (May be moved to 2nd floor Atrium depending on number of applications)
4. **Exhibit times: Friday 8:00 a.m.-5:00; Saturday 8:00 a.m.—5:00 p.m.**  
**Friday 5:00 p.m. to 7:00 p.m.: Sum It Up! Reception will be held in the Exhibit Hall Area**
5. **Set-up times: 7:00 a.m.-9:00 a.m. on Friday & Saturday, September 14-15.**
6. **Breakdown** will be after 4:30 p.m. on Saturday, September 15. **Please note that no overnight security will be provided; you will need to make separate arrangements through the Hyatt Regency Phoenix.**
7. The Arizona Department of Education (ADE) will plan the table layout with the hotel.
8. ADE will be responsible for coordinating: space, a skirted 6' table, chair and wastebasket for each registered exhibitor.
9. Exhibitors will be responsible for: Internet connectivity and all other AV needs. Please contact the Hyatt AV Technician, Mike Pico at 602 252-1234, ext. 3119 or mpico@swankav.com for AV information. Exhibitors must coordinate shipment of boxes with the Hotel (\$7 per box) by calling 602-252-1234.
10. Exhibitors must NOT use a large (\*wide/towering) display, extra boxes, extra chairs or anything else that will: impede the flow of foot-traffic, violate fire regulations or be unsightly. \*Wide/towering is defined as over 6' tall and 6' wide.
11. Exhibitors must ensure that there is no mess, trash; vendors need to keep their table area clean at all times (except drinks, dishes, etc.)

Contact Sandra Skelton at ADE with any questions at 602.542-4130 or Sandra.Skelton@azed.gov. FAX 602 542-3100

**Sponsored by the Arizona Department of Education**  
**Tom Horne**  
**Superintendent of Public Instruction**

This conference is sponsored by the Arizona Department of Education and is not affiliated with the National Dropout Prevention Center/Network